

## Special Events Application



*The City of Doraville thanks you for your interest in hosting your special event in our city. Our diverse community is one that enjoys its parades, cultural and sporting events, festivals, and many other activities. For the safety of our community, we must obtain some important information so that we can guide and facilitate your special event.*

### **Application for Permit:**

A person seeking issuance of a special event permit shall file in writing an application with the office of the police on forms provided by the City. Such application shall be filed not less than fourteen (14) days nor more than sixty (60) days before the date on which the proposed special event is to be conducted. The application shall be signed by the applicant and by the special event leader, if other than the applicant. A nonrefundable application fee of twenty-five dollars (\$25.00) shall be paid at the time the application for a permit is filed. Such fee shall be payable to the City of Doraville by cash, money order, or cashier's check.

### **Definitions:**

- *Special event* means a gathering of people, generally lasting from a few hours to a few days, designed for entertainment, recreation, and/or education. Special events either affect the ordinary use of parks, public streets, rights-of-way, or sidewalks, disrupt the flow of traffic on public streets or sidewalks, or include alcohol service or sales where it is not normally permitted.
- *Special event leader* means the person in charge of the special event and responsible for its conduct.
- *Special event permit* means a permit required by [Article II. – Special Events Permits, of Chapter 17 of the Code of Ordinances of the City of Doraville](#).
- *Permit fee* means the charge required to be paid pursuant to [Article II. – Special Events Permits, of Chapter 17 of the Code of Ordinances of the City of Doraville](#).
- *Person* means any person, firm, partnership, association, corporation, company, or organization of any kind.

### **Permit Required:**

No person shall engage in, participate in, aid, form or start any special event unless a special event permit shall have been obtained from the police department.

- Required:* It shall be unlawful for any person, group, organization, association, club, or other entity to conduct or cause to be conducted any special event in the City of Doraville without having obtained a valid special event permit.
- Geographic limitation; responsibility for police and sanitation service.* A special event shall be limited to the specific geographic area(s) within which the event is to take place and the special event leader shall be responsible for the provision of police and sanitation services within the boundaries of the event for a period of two (2) hours past the conclusion of the event or until the area is cleared of all activities and structures related to such event.
- Hours restricted.* No special event permit shall be issued for any special event to be held between 9:00 p.m. and 7:00 a.m.
- Time limitation.* Except for clearing of the area, no special event shall be allowed to continue beyond the time approved on the permit for the event.
- Delineation of boundaries, preservation of areas for circulation.* The outermost boundaries of the special event shall be fully and clearly delineated on a map, which shall be no smaller than 8½ x 11 inches in size, and attached to the application for a permit. All public streets and/or sidewalks within and adjacent to such area(s) shall be clearly identified. The manager, or designee, shall require as part of the approval for the event, that areas no less than five (5) feet in width shall be designated and preserved for public circulation and access to adjoining business establishments outside the area(s) delineated for the event.
- Maps for walks or runs.* The special event leader of a special event such as a walk or run, as to which the provisions of subsection (d) above would not be practicable, shall submit with the application for a permit a map, which shall be no smaller than 8½ x 11 inches in size, showing the exact route of the course for the walk or run.

### **Exceptions – A Special Event Application is not Required for the Following:**

- Funeral processions;
- Students going to and from school classes or participating in school-sponsored educational activities or athletic events, provided such conduct is under the immediate direction and supervision of the proper school authorities;
- A public event which is directly related to a recognized function of the City, state, or local government and which is in a major part initiated, financed, and executed by the City, state or local government, or subdivision of the state;
- Peaceful picketing in connection with labor disputes.

### **Standards for Permit Issuance:**

The director of public safety shall issue a special event permit as provided for in [Article II. – Special Events Permits, of Chapter 17 of the Code of Ordinances of the City of Doraville](#) when, from a consideration of the application and from such other information as may otherwise be obtained, it is determined:

- a. The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route or place of occurrence;
- b. The conduct of the special event will not require the diversion of so great a number of police officers of the City to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the City;
- c. The concentration of persons, animals, and vehicles at assembly points of the special event will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to the assembly areas;
- d. The conduct of the special event will not unreasonably interfere with the movement of firefighting equipment in route to a fire;
- e. The conduct of the special event is not likely to cause injury to persons or property, to provoke disorderly conduct or to promote immediate lawless activity;
- f. The special event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays;
- g. The information contained in the application is not found to be false or nonexistent in any material detail; and
- h. The applicant agreed to abide by or comply with all conditions of the permit, in particular, the responsibility to clean all areas used.

### **Duties of Special Event Permittee:**

- A permittee shall comply with all permit directions and conditions and with all applicable local, state, and federal laws and ordinances.
- The special event leader shall carry the special event permit upon his or her person during the conduct of the special event.

### **Public Conduct during Special Event:**

- It shall be unlawful for any person to hamper, obstruct, impede, or interfere with any special event or with any person, animal or vehicle participating or used in a special event.
- The chief of police or a designated representative shall have the authority to prohibit or restrict the parking of vehicles along a roadway constituting a part of the route of a special event. When necessary, the police department shall post signs to the effect, and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof. Police officers may cause to be impounded any vehicle unlawfully parked in violation of this article.

## **Special Event Prohibitions:**

The following prohibitions shall apply to all special events:

- a. It shall be unlawful for any person at any special event to carry or possess any weapon, as defined below. For purposes of [Article II. – Special Events Permits, of Chapter 17 of the Code of Ordinances of the City of Doraville](#), and notwithstanding any other provisions of this Code, "weapon" means any pistol, rifle, shotgun or other firearm of any kind, whether loaded or unloaded, air rifle, air pistol, paintball gun, paintball rifle, explosive, blasting cap(s), knife, hatchet, ax, slingshot, blackjack, metal knuckles, mace, iron buckle, ax handle, chains, crowbar, hammer, shovel, or any club, bludgeon or any other instrument used, or intended to be used, as a dangerous weapon.
- b. It shall be unlawful for any person to carry or possess at any special event, any sign, poster, plaque or notice unless such sign, poster, plaque, or notice is constructed solely of cloth, paper, or flexible cardboard material no greater than one-quarter ( $\frac{1}{4}$ ) inch in thickness.
- c. It shall be unlawful for any person to carry or possess at any special event, any length of lumber, wood, or wood lath unless it is one-fourth ( $\frac{1}{4}$ ) inch or less in thickness and two (2) inches or less in width or if not generally rectangular in shape, such object shall not exceed three-quarters ( $\frac{3}{4}$ ) inch in its thickest dimension. Both ends of the length of lumber, wood or wood lath shall be blunt and shall not be pointed. Exceptions from this section include:
  1. Lumber or wood used to support or control puppets, so long as the lumber or wood is not detached from the puppets; and
  2. Stilts, defined as two (2) poles with footrests off the ground on which someone balances or walks, so long as each stilt does not exceed fifteen (15) feet in length and two (2) inches by two (2) inches in width.
- d. It shall be unlawful for any person to carry or possess at any special event, any length of metal, plastic or other similar hard or stiff material, whether solid or hollow; provided that hollow plastic does not exceed three quarters ( $\frac{3}{4}$ ) inch in its thickest dimension, does not exceed one-eighth ( $\frac{1}{8}$ ) inch in wall thickness and is not filled with any material, liquid, gas or solid, may be used to support a sign, banner, placard or other similar display; however, both ends of the length of plastic material shall be blunt and not pointed.
- e. It shall be unlawful for any person to carry or possess at any special event, glass bottles, glass jars or glass containers of any kind, unless such glass container is a vial required to hold medication customarily stored in a glass vial.
- f. It shall be unlawful for any person to carry or possess at any special event balloons filled with any material or substance other than air, oxygen, or helium. Such materials and substances include, but are not limited to water, paint, or any other liquid, solid or gas.
- g. It shall be unlawful for any person to carry or possess at any special event, bricks, stones, rocks, or pieces of asphalt or concrete. No person may carry or possess with the intent to unlawfully use any such hard materials or substances or pieces of hard materials or substances capable of being thrown or projected.
- h. It shall be unlawful for any person to carry or possess at any special event, spraypaint cans.
- i. It shall be unlawful for any person to carry or possess at any special event, any projectile launcher or other device which is commonly used for the purpose of launching, hurling, or throwing any object, liquid, material, or other substance, including but not limited to, so-called Supersoaker-type water guns and cannons. Nothing in this subsection is intended to prohibit or restrict those participating in the special event from possessing sufficient amounts of water or other liquids designed and intended for human consumption during such events.
- j. It shall be unlawful for any person to carry or possess at any special event, any so-called "Sleeping Dragon Device", with the intent or ability to use the device to deny or obstruct the public's ability to freely move about on roadways, sidewalks or into or out of buildings. For purposes of this subsection, a Sleeping Dragon Device shall mean a section of pipe, or a container, filled with weighted material, handcuffs, chains, carabiners, or other locking devices used to lock a person or persons to other objects.

Nothing in this section shall prohibit a disabled person from carrying, possessing, or using a wheelchair, cane, walker, or similar device necessary for providing mobility so that the person may participate in a special event.

Nothing in this section is intended to authorize the possession or use of materials, weapons or devices that are otherwise prohibited by any other federal, state, or local law or regulation. The purpose of this section is to prohibit the carrying or possession of items and materials that have the potential to be used as weapons to cause physical or property damage, and whose possession might not otherwise be prohibited by federal, state, or local law.

Nothing in this section shall prohibit duly authorized law enforcement officers from carrying or possessing materials, weapons and/or devices used in the performance of law enforcement duties.



### **Distribution of Material during Parade or Procession Prohibited:**

It shall be unlawful for any person to distribute or cause to be distributed from any vehicle participating in a parade or procession in the public streets any item to any spectator or bystander.

The term "vehicle" shall include any device which moves on wheels under its own power or otherwise.

### **Banners, Signs, etc.:**

Temporary, noncommercial banners or signs may be permitted overhead across public streets for the purpose of designating "starting" and "finish" lines for a race. Small banners, pennants, signs, or other decorations which do not interfere with vehicular or pedestrian traffic, and which do not damage or deface any tree or public structure, may be allowed as part of a special event. Approval of the building inspection department shall be obtained by the special event leader for any banners or signs permitted in this section. The special event leader shall be responsible for the removal of such banners, pennants, or decorations within forty-eight (48) hours after the close of the event.

### **Revocation of Permit:**

The director of public safety or a designated representative shall have the authority to revoke a special event permit at any time during conduct of the special event in the event of failure to conform to or comply with the "Standards for Permit Issuance" as set forth above. The director of public safety or a designated representative may at any time revoke a parade permit when, by reason of disaster, public calamity, riot or other emergency, the safety of public or private property requires such revocation.

### **Permit Fees:**

- The fee for a permit to conduct a special event shall be based on all services to be provided by the City for such event and shall be equal to the estimated actual cost to the City to provide such services. The initial permit fee shall be the aggregate of the estimated costs of such services calculated by each City department. If, at the conclusion of the event, the cost of City services is greater than the initial payment, the special event leader shall be billed for the difference. Failure to pay the outstanding amount within thirty (30) days of the billing date shall be a violation of [Article II. – Special Events Permits, of Chapter 17 of the Code of Ordinances of the City of Doraville.](#)
- The initial permit fee must be paid in full prior to the issuance of a permit and no later than seventy-two (72) hours prior to the date of the event.
- The fees required in this section shall be in addition to any other fees which may be required by any other ordinances or regulations that might be applicable.

### **Indemnification Agreement:**

Prior to the issuance of a special event permit, the permit applicant or duly authorized officer of the sponsoring organization must sign an agreement to reimburse the City for any costs incurred in repairing damage to City property resulting from or in connection with a permitted event. The agreement shall also provide that the permittee or sponsoring organization shall defend the City against, and indemnify and hold the City harmless from, any liability to or claims of liability by any persons resulting from any alleged damage or injury occurring in connection with the special event.

### **Insurance and Surety Bond:**

The applicant or sponsoring organization must possess or obtain one (1) of the following:

- a. Public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the special event. The insurance shall name on the policy as additional insured the City, its officers, employees, and agents. Insurance coverage shall be maintained for the duration of the event. A copy of the policy or a certificate of insurance, along with all necessary endorsements, shall be filed with the City Clerk's office no later than seventy-two (72) hours before the date of the special event. The minimum limit of insurance is two hundred fifty thousand dollars (\$250,000.00); or
- b. A bond in the amount of two hundred fifty thousand dollars (\$250,000.00) secured by a surety company licensed to do business in the state, payable to the City of Doraville or to any person in the City who may suffer any injury or damage from any vehicle, float, device, or person participating in the special event. The bond shall be filed with the City Clerk's office no later than seventy-two (72) hours before the date of the special event.

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*Please complete this application and review the requirements and other information we are providing to you.  
Submit your completed application to the Doraville Police Department's Records Clerk at:  
3750 Park Avenue  
Doraville, GA 30340  
If you have any questions, you may contact the Clerk at 770-458-7655.*

**This application shall be filed at the Police Department not less than fourteen (14) days nor more than sixty (60) days before the date on which the proposed special event is to be conducted. A nonrefundable application fee of twenty-five dollars (\$25.00) shall be paid at the time the application for a permit is filed. Such fee shall be payable to the City of Doraville by cash, money order, or cashier's check. The director of public safety or a designated representative, where good cause is shown, shall have the authority to consider any application which is filed less than fourteen (14) days before the date the special event is proposed to be held.**

Today's Date: \_\_\_\_\_

**APPLICANT INFORMATION:**

Name of Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

If the special event is to be conducted for, on behalf of, or by an organization:

Name of Organization: \_\_\_\_\_

Headquarters Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Headquarters Telephone: \_\_\_\_\_

Name of Authorized and Responsible Head of Organization: \_\_\_\_\_

***If the special event is designed to be held by, on behalf of, or for any person other than the applicant, the applicant for the permit shall file with the office of the director of public safety a communication in writing from the person proposing to hold the special event authorizing the applicant to apply for the permit on his/her behalf.***

Name of Special Event Leader: \_\_\_\_\_

Leader Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Leader Telephone: \_\_\_\_\_ Copy of Leader's Photo Identification enclosed? (**Required**)  YES  NO

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

***Hours restricted. No special event permit shall be issued for any special event to be held between 9:00 p.m. and 7:00 a.m.***

***Time limitation. Except for clearing of the area, no special event shall be allowed to continue beyond the time approved on the permit for the event.***

*Geographic limitation; responsibility for police and sanitation service.* A special event shall be limited to the specific geographic area(s) within which the event is to take place and the special event leader shall be responsible for the provision of police and sanitation services within the boundaries of the event for a period of two (2) hours past the conclusion of the event or until the area is cleared of all activities and structures related to such event.

*Delineation of boundaries, preservation of areas for circulation.* The outermost boundaries of the special event shall be fully and clearly delineated on a map, which shall be no smaller than 8½ x 11 inches in size, and attached to the application for a permit. All public streets and/or sidewalks within and adjacent to such area(s) shall be clearly identified. The manager, or designee, shall require as part of the approval for the event, that areas no less than five (5) feet in width shall be designated and preserved for public circulation and access to adjoining business establishments outside the area(s) delineated for the event.

Purpose of special event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of any assembly areas for the special event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time at which units of the special event will begin to assemble at any assembly area(s): \_\_\_\_\_

Will there be any temporary outdoor structures built for the event?  YES  NO If YES, please describe them in detail and their location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the special event be held in a City park or other public area?  YES  NO If YES, please describe the portion of the area or park the special event will occupy, or if it will occupy all of it. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated number of vehicles requiring parking at the special event: \_\_\_\_\_

If applicable, please describe any public address or loudspeaker system to be used: \_\_\_\_\_

\_\_\_\_\_

Approximate number of spectators and participants that will attend or participate in any part of the special event: \_\_\_\_\_

If the special event is to take place on more than one (1) day, the approximate number of spectators and participants per day: \_\_\_\_\_  
(If a spectator or participant is present for only a part of the special event, that person shall be included on the approximate number).



Will alcoholic beverages be served at the special event?  YES  NO

Will alcoholic beverages be sold at the special event?  YES  NO

If you responded yes to either of the above questions, please provide the name, address & phone number of the alcohol vendor:

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**(Please refer to Sec's. [3-45](#), [3-6](#), and [3-13](#) of the City of Doraville Code of Ordinances for more information regarding the sale & service of alcohol during a special event).**

If a parade, march, or procession other than a funeral procession, please provide the route to be traveled, the starting point and the termination point:

Starting point: \_\_\_\_\_ Termination point: \_\_\_\_\_

Route to be traveled: \_\_\_\_\_

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*Maps for walks or runs: The special event leader of a special event, such as a walk or run, shall submit with the application for a permit a map, which shall be no smaller than 8 ½ x 11 inches in size, showing the exact route of the course for the walk or run.*

If a parade, march, or procession other than a funeral procession, provide the approximate number of persons, animals and vehicles which will constitute the parade, march, or procession, including the type of animals and description of vehicles and the number of bands and floats:

Number of persons: \_\_\_\_\_ Number of bands: \_\_\_\_\_ Number of floats: \_\_\_\_\_

Number of animals: \_\_\_\_\_ Type of animals: \_\_\_\_\_

Number of vehicles: \_\_\_\_\_ Description of vehicles: \_\_\_\_\_

Describe whether the parade, march of procession will occupy all or only a portion of the widths of the streets proposed to be used: \_\_\_\_\_

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\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Special Event Leader

\_\_\_\_\_  
Signature of Special Event Leader